CIRCULAR.

TRANSACTION OF BUSINESS BY CORRESPONDENCE.

1886.
Department No. 33.
Bureau of the Mint, No. 9.

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., March 20, 1886.

It is desirable that all business between the Bureau of the Mint and the several institutions under its jurisdiction be on record.

Whatever business may be transacted verbally at the institutions themselves on occasions of personal visits by the Director of the Mint, or by officers detailed from the Bureau of the Mint, will not be considered complete until confirmed by letter in the regular course of official communication.

The same rule will be observed whenever business is verbally transacted at the Bureau of the Mint by officers of the several Mints and Assay Offices.

It will be obvious to all concerned that matters of detail and precision, such as relate to the Mint Service, should not be open to any question of personal memory or accuracy.

JAMES P. KIMBALL,
Director of the Mint.

Approved:
DANIEL MANNING,
Secretary.

Official:

NARA RG104, Entry 1, Box 138

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